

To: Political Committee Chairperson

From: Campaign Finance Office

Subject: Monthly Reporting

Political Action Committees have the option of reporting on a monthly basis, rather than on the same schedule as the candidates they support or oppose.

To take advantage of the monthly reporting option, the PAC must submit written notification to the Supervisory Committee at least 45 days prior to the due date of the PAC's next required report. The enclosed form may be used to make the notification. The PAC will then be required to report monthly until it revokes the monthly reporting option.

Monthly reports are due no later than the **10th day of the month** following a month in which the committee accepts a contribution or some other receipt or makes an expenditure or some other disbursement. In other words, it is financial activity during the preceding month that triggers the reporting requirement, not participation in an election.

However, PACs filing on a monthly basis must still file **special reports** for elections in which they support or oppose candidates. Special reports are due during the 20 days immediately preceding an election to report certain contributions and expenditures. Special reports are due within 48 hours of such transactions. PAC's, other than a candidate's committee, who participate in an election are required to file a post election report of **election day expenditures ONLY** if the PAC has made election day expenditures. The report must show the amount expended for election day advertising and election day workers.

The Committee's Report form should be used for monthly reports. Mark "monthly" in the "Type of Report" section.

For a PAC to revoke the monthly reporting option, it must provide written notification to the Supervisory Committee. Upon receipt of such notification, the PAC must file the next monthly report, and thereafter, file reports on the same schedule as the candidates it supports or opposes.

If you have questions, call Judy Jackson at (225) 219-5635 or toll free at 1-800-842-6630.